

This Notice Expires 1 December 1985

PAGE
31 MAY 1985

PERSONNEL

29 May 1985

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SECRETARIAL PAY SCHEDULE

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1. During the summer of 1984 the Office of Personnel conducted a study of the secretarial occupation and identified several issues affecting secretarial personnel. One issue now being resolved is the problem that secretaries supporting SIS-1 or SIS-2 officer positions and those supporting GS-15 officer positions are at the same grade level.

2. On 1 May 1985, the Deputy Director of Central Intelligence approved the establishment of a GSB-07 level on the Agency Secretarial Grade Pattern for those secretaries supporting officers at the SIS-1 or SIS-2 level. The change in the Secretarial Grade Pattern and the new pay level became effective on 12 May 1985. Because the GSB-07 represents a new grade level, all GS-07 secretaries who support officers in the SIS-1, SIS-2, or higher ranks are eligible for promotion to the new level. Conversion to the GSB-07 level will result in a one-step increase for those secretaries affected. Copies of the modified Agency Secretarial Grade Pattern and pay plan are attached. Questions concerning the conversion process should be directed to component personnel officers who are responsible for preparing the necessary personnel actions.

Harry E. Fitzwater
Deputy Director
for
Administration

Attachments:

1. Agency Secretarial Grade Pattern
2. Secretarial Pay Plan

DISTRIBUTION: ALL EMPLOYEES (1-6)

AGENCY SECRETARIAL GRADE PATTERN

<u>Current</u>		<u>GS-07/GSB-07 Plan</u>	
DCI	GS-13	DCI	GS-13
DDCI	GS-12	DDCI	GS-12
SIS-6	GS-11	SIS-6	GS-11
SIS-5	GS-10	SIS-5	GS-10
SIS-4	GS-09	SIS-4	GS-09
SIS-3	GS-08	SIS-3	GS-08
SIS-1/2	GS-07	SIS-1/2	GSB-07
GS-15	GS-07	GS-15	GS-07
GS-14	GS-06	GS-14	GS-06

AGENCY SECRETARIAL GRADE PATTERN
Effective: 12 May 1985

Grade	Increment	1	2	3	4	5	6	7	8	9	10
GS-06	535	16,039	16,574	17,109	17,644	18,179	18,714	19,249	19,784	20,319	20,854
GS-07	594	17,824	18,418	19,012	19,606	20,200	20,794	21,388	21,982	22,576	23,170
GSB-07	626	18,782	19,408	20,034	20,660	21,286	21,912	22,538	23,164	23,790	24,416
GS-08	658	19,740	20,398	21,056	21,714	22,372	23,030	23,688	24,346	25,004	25,662
GS-09	727	21,804	22,531	23,258	23,985	24,712	25,439	26,166	26,893	27,620	28,347